Facility Name

Time Card Adjustment Instructions

A time card adjustment is not be used in lieu of daily facility clocking in and out.

Process:

The time card adjustment should be initiated and completed by the employee. Once the TCA is **completed** it should be given to their department head to review and determine the appropriateness of the request. The department head will review and sign the TCA and pass it along to the Administrator to approve. The TCA will be entered into payroll by the administrative assistant.

Guidelines:

1. The TCA must be approved by your department head and administrator before it can be entered.
2. If you are not able to take a lunch break this must be approved by your department head or the Administrator.
3. The misuse of TCA's can lead to disciplinary action up to and including termination. Misuse of TCA's includes but is not limited to; the overuse of TCA's instead of punching in and out for your shift, falsifying time/punches on a TCA, or completing a TCA for another team member.
4. TCA's must be turned in by noon (12:00 p.m.) the Friday before payroll (unless working 3rd shift Friday or Saturday) otherwise your adjustment may not be entered until the following pay period.

Time Card Adjustment

Employee Name: _____ **Today's Date**: _____

Signature: _____

Date of the Adjustment: _____

Reason for Adjustment:

_____ No Lunch Break Taken _____ Forgot to Punch In/Out

_____ Orientation

Other Reason: _____

In Punch _____ AM/PM Out Punch _____ AM/PM

_____ In-Service

Start Time _____ AM/PM End Time _____ AM/PM

Approval:

Department Head: _____ Date: _____

Administrator: _____ Date: _____

Entered By: _____ Date: _____